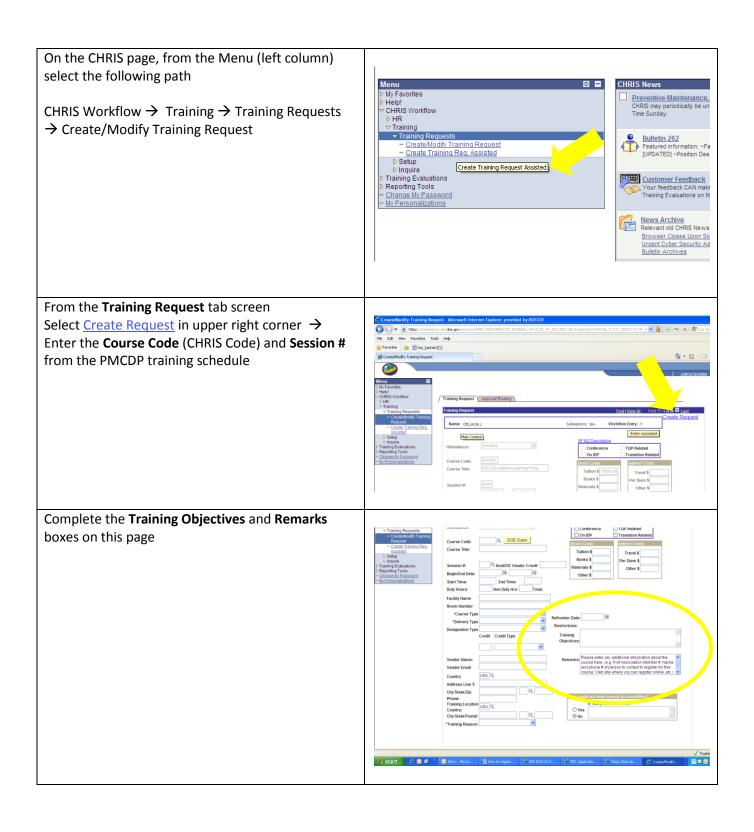
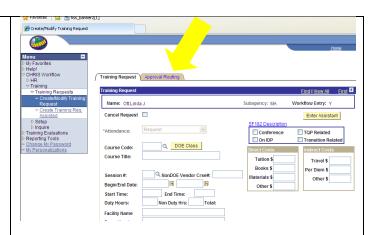
Using ESS to register for PMCDP training

Find the course CHRIS Code/Session # on the PMCDP Training Schedule located on PMCDP's website http://energy.gov/management/downloads/pmcdp-course-schedule

Login into ESS using mis.doe.gov/ESS ₩ 🐴 🗟 +9 × 🧦 ENERGY Employee Self Service Welcome to the Employee Self Service (ESS) Homepage The purpose of this site is to enable DOE employees to view their own payroll, personnel and training information and update certain information on the Internet. The information you provide to ESS is covered by the Privacy Act of 1974 (Title 5, U.S. Code 5520). Click on the Privacy/Security Notice link at the bottom of the page for more information. The DOE Employee Self Service site requires the use of a web browser that supports strong energption (148-bit Secure Societa Layer (SSL) energption). First time users of this application should click on security information for information regarding energytain and other browser requirements. A Frequently asked Questions (TAQ) page has been provided to assist you in using In addition, you can contact the DOE Employee Self Service Help Desk, at 301-903-2500 or send email to ESSSupport@hq.doe.gov regarding access requirements and general help on using this site. From the tabs at the top of the screen, select Training → Access Training → CHRIS Training Workflow ENERGY Employee S Employee Self Service Connect to CHRIS tab → Select Connect to CHRIS



Select **Approval Routing** tab next to the Training Request tab to verify approving officials. These are the people who will approve your training request.



Select Save to complete



CONGRATULATIONS!! You've registered for the PMCDP course of your choice. Once your training request has gotten through approval routing,* you will receive email confirmation of your enrollment status.^ Should there be any changes to the class—location change, cancellation, etc.—you will be notified.

^{*}You will not be enrolled in the course unless all of the approvals go through.

[^]Please note you may be waitlisted if the class is full.